

Curriculum By-Laws for Central School District #301

Curriculum Coordinating Council

The Curriculum Coordinating Council is a permanent group representative of district personnel and community members that advises the Board of Education, through the superintendent, in matters concerning curriculum and instruction. The CCC's purpose is to establish and maintain academic program governance. It will serve as the "keeper of the vision" as it assures compliance with the district mission statement, curriculum policy, and long range plans. Additionally, the CCC's purpose is to be a positive influence in the systematic process of integrating and aligning the curriculum and district-wide assessments.

The CCC makes all professional decisions pertaining to curriculum, instruction, assessment and student learning. The CCC serves as a sounding board for certified personnel in curriculum instruction and assessment matters; oversees staff development needs; directs the work of Subject Area Committees; appoints and directs other committees as necessary for the development, implementation and long term evaluation of curriculum, instruction and assessment in District #301.

The CCC will not make managerial decisions related to buildings, personnel, budget, or any other agenda items reserved for the administrative team, building principals, or site teams.

Meetings

The CCC will meet a minimum of once each month for carrying out its functions. The December meeting may be waived by the CCC members if there are no pressing curriculum issues. Primary meeting dates will be noted on the district calendar. Second meeting dates will also be tentatively reserved for use if needed. All members shall be informed of meeting dates at the beginning of the school year. Notification of any extra meeting will be at least five working days in advance of the meeting. Special meetings may be called by the curriculum director, the superintendent, or at least five members of the CCC.

Decision-making Process

All decisions shall be by those members present. The following principles and procedures will be utilized in the decision-making process.

1. Reaching agreement on decisions is the goal to which the group should strive. Continuous communication, understanding, and supportive unity are critical features to meeting consensus.
2. Every member's opinion is valuable and needs to be heard.

3. Each member needs to be open to the perspectives of others.
4. Questions need to be asked back and forth in order to gain a more accurate understanding of others' opinions.
5. If a member disagrees, he/she should not initially "give in" just to reach easier agreement or to avoid controversy. Initial agreement of the group will be determined by the Fist-to-Five consensus procedures.
6. If consensus is not reached in the initial decision-making stages due to a fist block and disagreement continues, at least one of the following actions or alternatives will be followed:
 - a. Restate each position, including added thought from each side of the disagreement, to bring more information or understanding for consideration.
 - b. Withdraw the problem.
 - c. Postpone the decision.
 - d. Develop a compromise or provisional solution.
7. If a consensus decision is still not achieved, a single member may not hold up the decision making process. A yes or no silent vote will be initiated and an 80% approval will prevail regardless of a member's decision to fist the consensus issue. The percentage will be based on members present at the time of voting.

*** Please note that past practice has not been changed. The confidence vote of 80 remains the same as it has been since the inception of CCC and the fist to five. The one change is that a fist can not stop an initiative permanently. Further discussion will occur and the committee will move to #7 of the by-laws.

Fist-to-Five Procedures

- Five Fingers:** If the participant holds up all five fingers, he/she is indicating he/she fully supports the consensus issue and will be willing to actively support and, if necessary, step forward to take a leadership position with its implementation.
- Four Fingers:** If the participant holds up four fingers, he/she supports this consensus issue and will work to implement it.
- Three Fingers:** If the participant holds up three fingers, he/she accepts this consensus issue and believes it can work and will provide support for its implementation.
- Two Fingers:** If the participant holds up two fingers, he/she is not completely sold on the consensus issue, however will keep an open mind on its possibility for success.
- One Finger:** If the participant holds up one finger, it is indicating that he/she does not favor this consensus issue. He/she is indicating that it is not the best response but will not sabotage its implementation.

Fist: If the participant holds up a fist, this indicates that he/she cannot accept or “live with” the consensus issue. The process or decision is stopped for one additional round of discussion. If one gives it a fist, one must be prepared to give a reason and a possible alternative.

Consensus has been reached if the Fist-to-Five procedure results in a confidence vote of 80 (i.e., each finger is given one point value and points are divided by total points possible).

Quorum

A quorum is necessary for meetings to be conducted. A quorum is defined as a simple majority of the membership. The quorum for this committee shall be 9 members present.

Channels of Communication

All recommendations of the CCC will be presented to the Board of Education by the superintendent or his designee. In the event that the superintendent does not support the recommendations of the CCC, the curriculum director will present the views of the CCC. (Certified personnel who serve as members of the CCC serve as communicators to their representative groups.)

Agenda Development and Procedure

Agenda items for consideration may be proposed by CCC members, certified personnel, or the superintendent. Items should be submitted to the curriculum director at least 10 working days prior to the scheduled meeting. Agenda and notification of the meeting shall be distributed to the members of the CCC, **and a copy posted in each building.** This notification will occur at least 5 days prior to the meeting. The director will establish the priority of agenda items. Routinely, agendas for each following meeting are established by consensus at the conclusion of each regular meeting.

Maintenance of Meeting Records

Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be forwarded to the curriculum director, CCC members, the superintendent, and to **each building for posting after approval.**

Amendments

The following items are subject to review at the beginning of each year: the mission statement, the long-range plan for curriculum, and the policy document. If any changes are deemed necessary after analysis, then the CCC will make amendments following the standard procedure for decision making.

Personnel

Curriculum director: The position of curriculum director shall be permanent, and filled through regular district personnel procedures.

Chairperson of the CCC: The curriculum director serves as the chairperson of the CCC with the following duties:

1. Presides at all regular meetings.
2. Prepares agendas for all regular meetings.
3. Provides notification of all meetings.
4. Calls any special meetings.
5. Assists in conducting in-service activities.
6. Oversees the selection of CCC members according to policy document and provides training, using current CCC members as resources.
7. With CCC approval, appoints and trains SAC members.
8. Monitors attendance of CCC members.
9. Receives all written resignations of CCC members.
10. Prepares a monthly report on the activities of the CCC to be presented to the superintendent and the Board of Education.
11. Recommends yearly committee goals and objectives.
12. Represents the CCC at all Board of Education meetings and other appropriate public functions, or appoints a CCC member to do so.
13. Assures that all district committees adhere to the goals of the mission statement and the long range plan.
14. Distributes written curriculum to all staff **including new staff**.
15. District-wide assessments.

Secretary: The curriculum director and the superintendent shall select a person who is not a member of the CCC to serve as secretary. The salary or stipend shall be reviewed yearly and adjusted based on hours of work and the level and type of production required. The duties include:

1. Attends all CCC meetings.
2. Takes accurate and thorough notes of proceedings.
3. Types and duplicates notifications and minutes of all meetings; distributes them to all CCC members, the superintendent, one copy to the curriculum director, a copy for posting in all buildings, and to other designated staff.
4. Maintains all CCC minutes, correspondence, and other pertinent documents.
5. Performs necessary secretarial tasks for the timely completion of CCC and SAC tasks.
6. Demonstrates willingness to work closely with the curriculum director, all CCC members and SAC members for the success of the curriculum development process.

Members of the CCC

The members of the CCC shall be representative of district certified personnel and parent/community members. Interested persons are asked to complete an application and submit it to the curriculum director. The curriculum director will work with the superintendent in making the final selections. Principals will be asked for their input on teacher applicants and will be asked periodically to make recommendations. District personnel members of the CCC will be selected on the basis of interest and experience. Parent/community members must represent a community or school organization and will be selected according to interest, availability, and a rotation among buildings and levels. Member replacement will be made to maintain appropriate representation.

1. Terms: Members of the first CCC will serve staggered terms of 1, 2, and 3 years. After initial appointments, all members will serve 3 year terms. Members may re-apply.
2. Resignation: A CCC member may resign at any time. A letter of resignation shall be submitted to the curriculum director at least one regular meeting before the effective date of the resignation. The resigning member's constituency will be immediately notified by the director. The opening will be filled promptly from the constituency according to the selection procedures.

3. Composition of the CCC: Member selection is meant to provide for a variety of personal and professional traits, and assurance that all grade levels and professional categories are represented.

Primary teachers (EC-2)	2
Intermediate teachers (3-5)	2
Middle level (6-8)	2
High school (9-12)	2
Certified teachers outside regular classroom	2
Parent/community members, by level	3
High School Counselor*	1
EL Director*	1
Administrators by level*	3
Assistant Superintendent*	1 (non-voting member)
Superintendent*	1
Literacy Coordinator*	1
Curriculum Director*	1 (non-voting member)
Board member **	<u>2</u> (one voting member)
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* These members are on the CCC by virtue of their positions; they do not apply for membership

** The Board of Education selects two members to serve on the CCC.

4. Stipends: The CCC members will be paid a stipend for attending meetings that are outside their contract of employment. CCC members may also serve as chairperson

or a committee member for a subject area committee. Administrative personnel may not receive stipends, in accordance with board policy. Stipends are issued in accordance with the Teacher/Board Master Contract and board policy.

5. Attendance: If a member is unable to attend, they are strongly encouraged to designate a representative in his/her place, however, this designee may not vote. A member may be absent no more than 3 regular meetings during one fiscal year. CCC members will be contacted by the coordinator after 2 absences. In the case of an ex-officio member's absences, the CCC as a whole or the supervisor of that member will make a recommendation.
6. Duties of an individual CCC member:
 1. Completes an orientation program in the curriculum model.
 2. Attends all regularly scheduled meetings of the CCC.
 3. Maintains positive communication between the CCC and building faculties, facilitating teacher ownership of curriculum planning.
7. Duties of the CCC as a working group:
 1. Acts as the communication link between certified staff and their represented group; promotes and encourages communication between buildings and levels in the district
 2. Establishes meeting dates and length of meetings
 3. Sets and prioritizes goals for the year
 4. Reviews curriculum policy documents on a yearly basis and makes revisions when appropriate
 5. Reviews the district mission statement on a yearly basis as presented by the Board of Education; assures that the mission statement is a working statement used in all decision making circumstances
 6. Develops a long range plan for curriculum development, implementation, and evaluation, with an annual review of progress and direction
 7. Assists the director in selecting subject area committee members who are not part of the CCC
 8. Establishes guidelines for Subject Area Committees, approves the work done by these committees, and recommends completed work to the Board of Education
 9. Assists Subject Area Committees with staff development sessions related to new curriculums
 10. Recommends staff development sessions based on the needs and timelines of the curriculum model
 11. Guides the district through the process of defining mastery and periodically validates that definition. The CCC will oversee the SAC's work in defining this mastery
 12. Discusses and possibly recommends modification of student progress reports
 13. Creates a plan for extended learning opportunities
 14. Makes decisions about core assessments
 15. Receives information from buildings regarding implementation of any of the approved initiatives listed above

16. Reviews the latest trends and developments in curriculum and instruction and makes decisions regarding applicability in the district

Subject Area Committees (SAC)

The Subject Area Committees will be formed for each subject area. A committee's purpose is to prepare a comprehensive curriculum document, to implement and validate the document, and to find resources which support the validated curriculum. Subject Area Committees may be asked to prepare local assessments.

1. Selection: Prospective members should show an interest in curriculum development and have at least one year of classroom experience. (Exceptions to this rule may occur when particular teachers must be appointed due to district size and the need for grade level or course representation.) Council members will choose SAC members using the criteria mentioned above and representation for buildings and grade levels. The number may vary according to subject. No SAC should be larger than 20, and core subject groups (math, language arts, social studies and science) should not be smaller than 6.
2. Terms: Members will create an annual prescribed action plan by mid September along with a schedule of meeting dates.
3. Resignation: SAC members may resign by submitting a resignation letter to the CCC. The resigning member's building principal and the superintendent will make a recommendation to the CCC for a replacement. In cases involving the work of the SAC, the CCC has the right and obligation to make decisions, including removal and appointment of SAC members, to facilitate the successful completion of the SAC's work.
4. Stipends: SAC members will receive stipends in accordance with the policies of the Board of Education.
5. Leadership: Chairpersons will preside at meetings, schedule meetings, plan agendas, monitor attendance, work closely with the curriculum director, report progress as requested by the CCC.
6. Duties of the Members: SAC members are expected to attend all committee meetings, complete assigned tasks, and maintain positive communication between the SAC and the building faculties.

Appendix A - Protocol of the Meeting:

- I will treat each person as a peer.
- I will commit to producing the agreed upon product and to be present for the agreed upon length of meeting.
- I will contribute, but not dominate.

- I will not hold personal conversations while a public conversation is occurring.
- I will see through the eyes of others—from their unique perspectives
- I will communicate openly and honestly
- I will support team decisions outside the meeting forum

Revised Sept. 20-2020